



City of Santa Barbara
Building & Safety Division

Plan/Permit Revision Submittal Requirements

Community
Development
Department
630 Garden Street
805-564-5485

Revisions:

A "Revision" is defined as **changes to work already permitted**. Work that goes beyond the scope of the original permit and plan sheets, or was not included in the original permit, will be required to obtain a new permit.

REVISIONS MUST BE SUBMITTED WITH THE FOLLOWING INFORMATION.

General requirements:

- ❑ The minimum paper size is 18" x 24", maximum paper size is 36" x 42".
 - ❑ *Up to (2) 8.5" x 11" sheets may be used if the applicant information, layouts, details, sections, elevations and other revised information fit on two sheets.*
- ❑ Plans must be complete, accurate, and drawn to scale.
- ❑ Provide two sets of plans with numbered pages and a sheet index.
- ❑ Changes to plan sheets that were stamped and signed by a design professional, must also be stamped and wet signed by the appropriate design professional.
 - ❑ *If the design professional has changed, a letter from the original design professional removing themselves from the project or agreeing to the revision is required.*
- ❑ If applicable, provide one copy of structural calculations that support any engineering change. The calculations shall be stamped and wet signed by the licensed design professional responsible for the design change.
- ❑ If applicable, provide one revised copy of any changes to the Title 24 documentation affected by the revision.

Information required on plans:

- ❑ The first sheet of the revised plans must contain the following applicant information:
 - * *Name, address, and phone number of owner, and engineer, architect, or designer as appropriate. The wet stamp and signature of a licensed design professional is required for changes of their original work (see above).*
 - * *Address of proposed project revision.*
 - * *A complete description of the "scope of revision" including clouded changes.*
- ❑ Foundation design changes shall show changes to layouts, section drawings, details of construction, size and placement of reinforcing steel, anchor bolt size and location, depth of footings, etc.
- ❑ Exterior elevation changes shall show new elevation appearances including, but not limited to, changes in windows, lighting, materials, roof pitch, etc.
- ❑ All changes being made on the plans shall be clouded and numbered and each page shall include a legend of revisions.